

Harbor Master – Job Posting Town of Linn, Wisconsin

Wage: \$18.50/hour

Job Type: Seasonal, Part-Time

The Town of Linn, WI is seeking a part-time Harbor Master. The position requires strong personal skills, record-keeping skills, and great attention to detail.

This candidate will be required to professionally address the public and troubleshoot a variety of issues, as needed.

Must successfully complete a physical and pass a drug screening.

The work schedule will vary, with a maximum of 20 hours per week thru September 2023. Applicants will need to be very flexible, as total hours required will need to be adjusted during the course of the year, according to season. Weekend and holiday hours will be mandatory. Under the day-to-day direction of the Harbor Commission, the Harbor Master will be responsible for the following:

- Assist the Clerk's Office with town-owned piers and buoys.
- Manage municipal boat launch and oversee boat launch employees, including scheduling and timesheets.
- Coordinate with the Linn Police Department to ensure boat launch safety.
- *Coordinate staff orientation and in-person training.
- *Training launch attendants and assisting patrons with the use of pay machines.

Applications will be accepted until the position is filled.

Skills: Thorough knowledge of methods and procedures in the operation of a boat launch; excellent communicator; possess strong customer service skills and the ability to act as a representative of the Town; work collaboratively with other Town departments; able to manage and lead a diverse work team towards the accomplishment of common goals in a fast paced and stressful environment; demonstrate initiative, and ability to resolve problems.

Physical Requirements: Moderate physical effort generally required. Frequently required to spend several hours standing, sitting and walking in various weather conditions. Physical mobility required such as bending, reaching, pulling, stooping and lifting objects which weigh twenty-five (25) pounds or more.

Special Requirements: The applicant must be eligible to work in the United States and have no felony convictions in a criminal record.

Preferred Requirements: CPR and First Aid Certification Possession of valid driver's license; must be able to successfully pass comprehensive background check.

Applications are available at Town Hall or upon request to the Town Administrator at admin@townoflinn.wi.gov. Submit completed application to the Town Administrator with "Harbormaster Position" in the subject line. Applications may also be mailed to:

Town of Linn – Administrator
PO Box 130
Zenda, WI 53195

The person is expected to begin work in April 2023.

The Town of Linn is an equal opportunity employer.